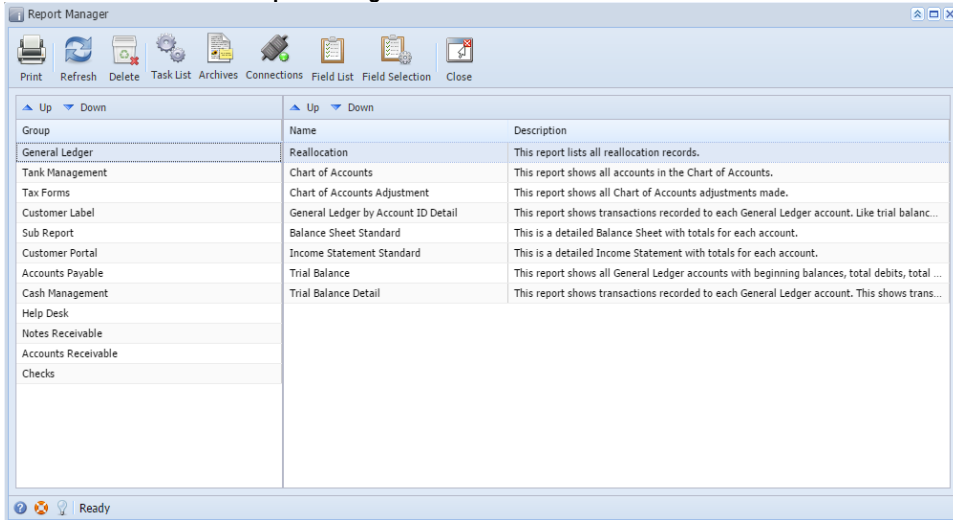


# Report Manager

Report manager provides a framework for viewing the output of a single report based on the user's privileges. You can also use Report Manager for its report viewer and navigation features.

## How to open Report Manager Screen

1. Log on to i21 as Admin user.
2. On Menu panel, expand the **Admin folder**.
3. Select and double click the **Report Manager menu**.



The following topic/s will guide you on how to use the Report Manager screen.

- [Report Viewer](#)
  - [How to Export Report](#)
  - [How to Print a Report](#)
- [Report Parameters](#)
  - [Report Filter panel](#)
  - [Report Filter Condition](#)
  - [Report Join Conjunction](#)
- [How to Delete a Report](#)
- [How to Customize Sorting of Report](#)
- [Preview Task List](#)
  - [Task List Status](#)
- [Archived Reports](#)
  - [How to Archive Report](#)
  - [How to Delete Archived Report](#)
  - [How to Preview Report in Archived Report](#)
- [Connection](#)
- [Field List Manager](#)
  - [How to Configure Field List Manager](#)
- [Field Selection Manager](#)
  - [How to Configure Field Selection Manager](#)
  - [Source Type](#)